

TOWN OF FREMONT
REQUEST FOR PROPOSALS for CEMETERY MAINTENANCE

The Town of Fremont is issuing this solicitation of proposals for the care and maintenance of three Town-owned cemeteries for the 2022 season (and potentially beyond). Maintenance of these properties includes: a spring clean up; mowing, trimming and raking on a regular basis as needed; and a fall clean up. The properties to be maintained as part of this proposal include:

Town Cemeteries:

1. Village Cemetery 463 Main Street – includes the lawn of the Historic Old Meetinghouse directly across the street at 464 Main Street.
2. Leavitt Cemetery 63 Leavitt Road
3. South Road Cemetery area of 160 South Road

Specifications

Routine lawn care services required include trimming, pruning, mowing and the application of fertilizers as may be necessary throughout the growing season.

Spring and Fall Clean ups include the removal of leaves, stones, branches and other material not consistent with good lawn care once the leaves, acorns, pinecones, etc have fallen.

All areas will be kept free of fallen limbs, trash, or other materials consistent with the area being maintained.

SCOPE OF WORK:

- A. Weekly, or as needed, check and/or mow all grassed areas to ensure they are kept clean and look well-cared for. Trimming during growing season shall occur as needed to ensure the following standards are met:
 - Remove dead, damaged and diseased portions of plants
 - Remove downed branches
 - Trees will be pruned to avoid conflict with vehicular or pedestrian traffic
 - All debris shall be removed from the site (trash, clippings, etc).
- B. Lawns to be mowed at least once every seven (7) days during the growing season, weather dependent. In general grass shall not be cut closer than 2 1/2" nor shall it be greater than 4 in height after each cutting. The mower blades shall be kept sharp to prevent shredded grass tips that turn brown. At certain times of the year there may be more specific guidelines relative to the Village and Leavitt Cemeteries, depending on other fertilization or specialized work that may take place. Memorial Day is a particularly important time of year with regard to the cemeteries and utmost care shall be shown to ensure all cemeteries are prepared for holidays.
- C. Trimming around all graves stones, benches and other grave markers shall be done with each mowing. Individual plants and trees at grave sites shall be left as is.
- D. In the height of the growing season mowing may be needed more frequently to keep graves looking acceptable.

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CONTRACTOR RESPONSIBILITIES: The Contractor will provide his/her own labor, tools, equipment, fertilizers, pesticides, transportation, etc. The Contractor will dispose of all trimmings and dead growth offsite at contractor's expense.

PROFESSIONAL AND GENERAL LIABILITY INSURANCE: Contractor shall file with the Town of Fremont evidence of professional liability, general liability insurance, and Worker's Compensation as required by law; certifying coverage contained therein. Such insurance shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Fremont of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled or changed without providing at least thirty (30) days advance notice of such event to the Town of Fremont.

INDEMNIFICATION: The Contractor agrees to hold harmless and indemnify the Town of Fremont against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor.

PRICING: Pricing should be on a per event, per site basis, but submittal can also include an option as a seasonal lump sum per site for each task (1. spring cleanup, 2. fall cleanup, and 3. mowing and trimming throughout the growing season). The Town will consider a lump sum, seasonal basis proposal should the contractor choose to submit such a proposal. This type of proposal must include a proposed payment schedule. Please be very specific in response, with additional information to the form attached herewith, as necessary.

On an as-needed, on-call basis, please also note costs for post-storm cleanups, tree care and maintenance and providing and applying fertilizer or other ground care products.

PAYMENT: The successful contractor shall submit invoices at least monthly. The Town will remit payment within 15 to 30 days of receipt of an invoice. The Town can provide a payment schedule if needed (Accounts Payable are processed every other week throughout the year.)

CANCELLATION: The Town reserves the right to cancel the contract by giving a 30-day written notice if the service received should become unsatisfactory. Prior to such cancellation, the Town shall attempt to notify the contractor of such deficiencies and a timeframe for correction prior to cancellation.

TERM OF CONTRACT: The term of the contract in Year 1 shall be for the growing season beginning as soon as contract is awarded, through December 31, 2022. The terms of the contract awarded may be renewed or extended for subsequent fiscal years, and would also be considered for a multi-year contract if acceptable to the Town and the successful contractor based upon mutual written agreement between the Contractor and the Town. If a multi-year contract would be price beneficial to the Town, that would be considered in contract acceptance and should be noted by the contractor.

AWARD: The Town reserves the right to award this contract in whole or any part thereof. Not all locations may be awarded. **Proposals will be received by the Select Board's Office until 4:00 on Tuesday April 7, 2022. Bid shall be in an opaque envelope clearly marked "Cemetery Lawn Services" and mailed to**

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Select Board, PO Box 120 Fremont NH 03044-0120; or hand-delivered to the Select Board Office at 295 Main Street, Fremont NH. Emailed or faxed proposals will not be accepted.

Questions may be directed to Heidi Carlson, at PO Box 120, Fremont NH 03044; (603) 895 2226 x 301 or hcarlson@fremont.nh.gov.

Please outline a detailed proposal for all work including costs for all labor and materials; and include any other information the contractor feels is pertinent to the scope of work at any of the sites. Detail any other items the Contractor deems as necessary. Detail out work to be performed by Contractor on attached form, and any other items that will be subcontracted to another vendor. Please include three references for whom similar work has been performed.

Interested contractors are encouraged to view sites to get a full understanding of the overall layout. Utmost care is expected in all Town cemeteries and around sacred burial grounds.

The Town reserves the right to accept or reject any/all bids deemed to be in the best interest of the Town of Fremont; and to accept the proposal that the Town deems to be in the best interest of the Town, regardless of lowest bid amount. The Town of Fremont reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit. The Town reserves all rights to negotiate with the consultant of its choice based not solely upon cost along, but on the qualifications and ability of the consultant to perform, consistent with the Town's intent, requirements, time schedule, and funds availability.

After the bid opening, the Bidder may not amend, correct, modify or change in any fashion, a bid, which would be contradictory to the interests of the Town of Fremont or to fair competition. The Select Board may waive minor informalities, or allow the bidder to make corrections, as long as the intent of the bid is not disturbed.

The following non-collusion clause shall be part of every bid specification package. Bidders must sign this statement and include it with their bid in order for the bid to be valid:

"The undersigned certified under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As use in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity."

Name of person signing bid

Date

Company: _____

All contractors shall be aware of and follow as necessary, the Town's Policies, available on the Town's website at www.Fremont.nh.gov on the Select Board's Page. Submission of a proposal considers that the contractor has reviewed and understands all applicable policies.

Please submit pages 3 and 4 with proposal, and any other information necessary for the Town's consideration.

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Name of Contractor / Vendor: _____

Principal Contact Name: _____

Address: _____

Telephone: _____ Email: _____

Per Mow per site \$

Per Clean-up Cost per site / Spring \$

Per Clean-up Cost per site / Fall \$

(Attach Details and information relative to each site/building).

Lump Sum, Seasonal Cost per site (Optional) \$

Please include details of all included items and frequency if using this option.

Please attach a list of at least three references for whom similar work has been performed.

Detail any other information pertinent to Town consideration of your proposal: _____

Include additional pages if necessary.

Please provide as much detail as possible, attaching other documents as noted. Thank you for your interest!

End of specification